

PROJECT FOR PROPOSED ACCOMODATION BLOCK IN UNHCR KAKUMA

SUB-OFFICE COMPOUND

TECHNICAL SPECIFICATIONS - SCOPE OF WORKS

TECHNICAL EVALUATION CRITERIA

A. SPECIAL NOTES AND INSTRUCTIONS TO BIDDERS

A.1. Specifications and Requirements

- i. The bidder is advised to visit the project site before filling the tender to ascertain the extent of the works to be carried out. All quantified works in the tender are provisional and payment shall be made based on the actual work executed at the site and agreed upon by all parties.
- ii. The bidder is required to check the technical specifications and drawings related to the project, numbers of the pages and should any be found to be missing or in duplicate or in figures or writing indistinct, he must inform UNHCR at once and have the same rectified accordingly. Should the bidder be in doubt about the precise meaning of any item, word, quantity or figure, for any reason whatsoever or observe any apparent omission of words, quantities or figures he must inform UNHCR in order that the correct meaning, quantities or figures may be decided upon, before the date for the submission of the tender.
- iii. If the bidder deems that in the Bill of Quantity (BoQ) wrong and/or unrealistic, items, quantities or figures are given, it is the bidder's responsibility to inform UNHCR immediately in order that the correct items, quantities or figures may be decided upon, before the date for the submission of the tender.
- iv. Based on the floor plans, cross-sections and the description of the Works, the bidder is required to prepare accurate Bills of Quantities.
- v. No liability whatsoever will be admitted or claim allowed in respect of errors in the tender due to any mistakes in the Bills of Quantities which should have been rectified before submission of offer (bids) in the manner described in tender provision.
- vi. All unit rate shall be deemed to include all elements of supplying and construction work that is labor and other overheads eg security, profit and overheads, cost of materials, wastages, transport etc. Works items of this bills of quantities shall be priced to fulfill the requirements there-in.
- vii. During the construction, if it is really needed to cut down any number of trees, allow for planting same number of trees.
- viii. The contractor shall be responsible for providing necessary lighting, and other suitable security measures during construction until handing over of the completed project.
- ix. The contractor will be required throughout the contract to maintain and keep from obstructing the existing way. He shall be responsible for the provision of all materials, scaffolding, tools, plant, transport and workmen required for the works except in so far as may be stated otherwise herein and he shall allow for the provision of the foregoing except for such items specifically and only required for the use of nominated sub-contractors as described herein. All such plant, tools and scaffolding shall comply with all regulations whether general or local in force throughout the period of the contract and shall be altered or

adapted during the contract, as may be necessary to comply with any amendments in or additions to such regulations.

x. The contractor shall be responsible for maintaining the site in clean and orderly fashion at all times and during the entire contract period. Materials, casings etc. shall be kept neatly stacked on the site with all access-ways kept clear. All dust, debris and rubbish etc., arising out of his own works shall be continually cleared and removed from the site. The burning of rubbish and debris on site will not be allowed under any circumstance.

xi. The contractor is to make certain that his workmen do not burn anything on site.

A.2. Plant, Material & Work Practices

No work in any trade shall be carried out in such a manner as to cause any damage and nuisance to personnel, visitors and public. Mechanical plant and equipment which emits excessive noise, water, smoke, fumes, or obnoxious liquids, gases etc., will not be allowed to be used on the site. If the use of such machinery becomes necessary, the contractor is expected to obtain prior approval. The UNHCR Engineer has the discretion as to when he deems it necessary for the contractor to take precautions, maintain or repair any such plant and equipment or order their removal from the site.

A.2. Site Facilities

The contractor shall construct and provide adequate space for a temporary site office and fit it with the required facilities for the site management staff. He shall provide adequate space to serve as a temporary site store or space for storage of plant and materials for the work herein. He also shall maintain the same in proper sanitary conditions throughout the contract period and allow for necessary protective fencing, lighting, watchmen and other precautions and maintain for entire construction period.

B. SCOPE OF WORKS

The works to carry out include but not limited to the following civil works:

1. Substructure works

- Site cleaning and Excavations: Clear site and excavate over site average 150mm deep and load to dump all excavated materials as directed by UNHCR Engineer.
- Excavate trenches for strip foundations commencing from stripped level and not exceeding 1.5m deep.
- Blinding concrete of class 15/20
- Return, fill and ram selected excavated materials around foundations.
- Cart away selected surplus excavated materials to dump to a position selected by UNHCR.
- 300mm thick hardcore fill hand- compacted in layers not exceeding 150mm thick each to raise up surfaces.
- 50mm thick marram blinding to level surfaces of hardcore well rammed.
- 1000G polythene Damp Proof Membrane.
- Approved anti-termite treatment as "Gladiator" or any other and approved, to surfaces of hard-core.

2. Concrete to be done as per specifications

- Vibrated Reinforced concrete mix 1:2:4, mixed aggregates in strip foundation 150mm thick floor slab.
- Vibrated reinforced concrete mix 1:2:4, mixed aggregates to ring beams, CHS 100mm diameter, 5mm thick fix with a flat top mild steel plate to take wall plate, including connection, fixing and priming metal surface with one coat red oxide primer.

3. Reinforcements

- High yield twisted Mild steel bars TO BS441 including laps, bends, tie wires, spacer blocks and waste in 10mm diameter, 8mm diameter rings @ 200mm centers.

4. Superstructure works

- DPC: 3ply bituminous Damp Proof Course in internal and external walling.
- Walling: Machine cut 'Ruiru' stone walling bedded in cement: sand (1:3) mortar including hoop iron every two alternate courses in internal and external walling.

5. Roof works

- Cover: IT5 Gauge 28 iron sheets (Blue in color) and ridge cap.
- Doors and windows: supply and fixing doors and windows as per specifications and BoQ descriptions.
- Iron Mongery: All products to 'Union Catalogue' or equal and approved.

6. Floor Tiles

- 25mm thick Cement: Sand (1:3) floor screed below floor Tiles.

7. Walls

- 15mm thick gauge plaster to walls internally smoothened well with steel trowel.
- Keying-in to walls externally.
- 15mm thick two coat cement sand (1:3) plaster trowelled smooth and comprising 12mm backing and 3mm finishing coat for 100mm high and 25mm thick skirting.
- 15mm thick render to walls externally including corner wall vaults, door and window 'cobra' and surfaces of and above ring beam.

8. Paint works

- One undercoat and two finishing coats gloss oil paint 'Crown Premium Grade brand' to wall general surfaces.
- One undercoat and two finishing coats plastic emulsion paint 'Crown Premium Grade brand' to Ceiling general surfaces including surfaces of cornice.

9. Electrical works

- Works to be carried out as per specifications. All the materials and equipment to be approved. All works to 3- phase specifications distribution. All external cables should be East African Cables.

10. Plumbing works

- Works to be carried out as per specifications. All the materials and equipment to be approved by UNHCR Engineer.
- Construct a platform to carry two elevated plastic tanks and supply of another plastic tank each 10,000 litres as detailed in the BoQ

11. External works

- These works will include construction of cabros for vehicles and pedestrian use as detailed in the BoQ.

Additionally, planting of grass and trees will be required.

12. Cleaning up

- Regular cleaning of the site and general cleaning at the completion and handover of the works.

C. ELIGIBILITY AND QUALIFICATIONS

The bidder's company must be duly classified and currently registered by National Construction Authority (NCA) for category of Building PLUS Civil Works – Classification/Grades: NCA1 to NCA6.

Companies below NCA6 are DISQUALIFIED.

The bidder must have the technical and management capability necessary to perform the works. These are as per the technical proposal and include:

- Documents showing qualifications and experience of key site management and technical personnel proposed for the Contract.
- A list of names and designations of employees including technical (Site Engineer) assigned to the project together with the assigned responsibilities. Curriculum Vitae for key personnel should be submitted for consideration. At least one staff is currently Civil Engineer or Architect. The bidder shall submit with its tender copies of the CV. UNHCR reserves the right to subject the CV and diploma to authentication.
- List and evidence of ownership/lease of contractor's equipment proposed for carrying out the Works.
- Documents showing an established safety program, policies and work practices.
- A certificate of incorporation from the Registrar of Companies in Kenya.

The bidder shall be required to provide recommendation letters or valid certificate of completion indicating successful construction and completion of projects within one (1) to three (3) years. In addition, information regarding any litigation or arbitration current or within one (1) to three (3) years, in which the bidder is involved, the parties concerned and disputed amount, if any.

D. CONTENT OF THE TECHNICAL PROPOSAL

The Technical Proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Description of the company (company profile).

- Understanding of the requirements for services, proposed approach, solutions, methodology and outputs
- Proposed personnel to carry out the works and equipment/machinery.
- The bidder has to show that he can provide the adequately skilled people to assume the responsibilities and perform the full range of tasks included in the technical specifications. The bidder will not substitute the site engineer without prior written notification to UNHCR. In this case, the bidder will replace with similar minimum qualifications and will submit the corresponding CV to UNHCR for approval. It is the responsibility of the bidder for the provision of the relevant work permits for the proposed resources, if required.
- Audits and financial statements for the three last years
- Financial sounding/capability to finance the project

E. TECHNICAL CRITERIA FOR EVALUATION

The Technical Proposal will be evaluated using inter alia the following criteria and percentage distribution: 70 points from the total score. The pass mark: 45 points out of 70 points. Companies scoring lower than the 45 points (< 45 points) of the maximum score shall not be considered as technically compliant and shall not be financially evaluated.

E.1. Stage 1 for technical evaluation

Technical Proposals will be subjected to a preliminary technical evaluation to determine whether:

- a. The tender has been submitted in the required format all the company's eligibility and qualifications to perform the Works as follows:

Registered by Kenyan Government Authority to perform the required services in Kenya (proof of existence by submitting Certificate of Incorporation from the Registrar of Companies in Kenya)
Licensed with National Construction Authority (NCA 6 -NCA 1) and this will be verified online through NCA portal.
Valid tax compliance certificate from KRA (an online check will be done)
Company has been in existence for 3 years and above
Company do not have any reputational or performance issues in the past 3 years in any works carried out for UNHCR, UN Agencies, NGO, or Government entity.

E. 2. Stage 2 for technical evaluation

Following stage 1, only tenders that pass all the mandatory requirements at stage 1 would be considered for weighted CRITERIA.

No	Technical evaluation Criteria	Total Marks
B	WEIGHTED CRITERIA	(70)
2	<p>Company profile, proposed approach, Methodology, timing, and outputs, Implementation schedules</p> <p>Comprehensive company profile containing relevant information related to aspects of the project being the project being sourced – 3 marks</p> <p>Understanding requirements of proposed works (Methodology that covers all aspects of construction project management, including a relevant project workplan)</p> <p>Provide a well detailed methodological statement describing how the contractor will understand the project scope and how he will execute the works following the minimum requirements as below listed:</p> <ul style="list-style-type: none"> • - Construction site preparation • - General construction process • Substructure works • Main Structure frame construction • Reinforcement works • Concrete works • Formwork and scaffolding work • Walling • Roofing and Installation works. • Electrical works • - External Works • Finishes works • Landscaping and drainage • Other civil works <p>Scoring methodology:</p> <p>a) No proof or evidence or does not meet the minimum requirements: 0 pt.</p> <p>b) Partially meets the requirements with major gaps: 1 mark.</p> <p>c) Partially meets the requirements with minor gaps: 2 marks</p> <p>d) Fully meets the requirements: 4 marks</p> <p>e) Exceeds the minimum requirements: 5 marks.</p> <p>A detailed and relevant workplan:</p> <p>a) shortest contract period (2 mark) (Bidders with longer project finalization period – based on the number of weeks offered - will get proportionally less points).</p> <p>b) Works Program (1 mark)</p> <p>c) Sectional completion/handover Program (1 mark)</p>	15

	<p>A detailed mobilization schedule showing initial dates and completion dates for mobilizing personnel, materials, and equipment to be used for the Works.</p> <p>a) shortest mobilization period (3 points)</p> <p>b) Bidders with longer mobilization period – based on the number of weeks offered - will get proportionally less points as follows:</p> <p>If the shortest period is X weeks, the corresponding company gets 3 points. If the second shortest period is Y weeks, this company will get = $(X/Y) * 3$</p> <p>TOTAL</p>	
3	<p>Relevant Experience of Firm with Government or Private sector or NGOs/INGOs or UN agencies in a standard construction works. (Attach completion certificates/ POs/Copy of Contracts for Building works construction to completion of value of KES 5 million and above in the last 3 years. Evidence means a valid certificate of completion of building letter showing all the references and value of the project and the date of completion for each project.)</p> <p>Experience on similar projects with evidence - (over 10 projects) -15marks</p> <p>Experience on similar projects with evidence - (5 to 10 projects) -10marks</p> <p>Experience on similar projects with evidence - (3 to 4 projects) -5marks</p> <p>Experience on similar projects with evidence - (1-2)- 1 mark</p> <p>0 mark if not provided</p>	15
4	<p>Qualification of Technical Staff (attach CVs and copies of certificates with at least 3 years' experience)</p> <p>Site/Project Engineer/Manager, MSc/BSc in Eng. Civil/Structural/Elec/Mech; with 10 similar projects experience = 10 Marks</p> <p>Site/Project Engineer/Manager, MSc/BSc in Eng. Civil/Structural/Elec/Mech; with less than 10 similar projects experience = less than 10 Marks (proportionally to the number of projects but not less than 6 marks)</p> <p>Higher National Diploma in Eng. Civil/Structural/Elec/Mech/ with at least 2 similar project experience = 5 marks</p>	10

5	<p>Machinery & Equipment (attach logbooks owned or letter of lease from 3rd Party witness by Lawyer)</p> <p>Ownership or lease of major equipment including, but not limited to the below listed items. Proof of ownership e.g., copies of logbooks, receipts, letters of insurance etc. and/or lease agreements to be provided or a company commitment for inspection at any time.</p> <p>a) Concrete mixing & placing plant/equipment (3 points) b) Vehicle Transport (3 points) c) Steel cutting & Bending Tools (2 point) d) Power Tools/Equipment (1 point) e) Metal formwork capacity (1 point) - All the listed Equipment (10 points) - Less than the listed items (Pro-rata)</p> <p>Leased equipment to be scored half of relevant maximum point for owned equipment</p>	10
6	<p>Financial capacity (10 marks) – Attach financial audit reports for the past 3 years</p> <p>If the current ratio for the three years is ≥ 1 (20 points) If the current ratio two last years is ≥ 1 (10 points) If only the current ratio for the last year is ≥ 1 (5 points) If the current ratios for the third year and the first year are ≥ 1 (5 points) If only the current ratio for the first year or the second year or the first year and the second year are ≥ 1 (3 points) If all the current ratios for the three consecutive last years are < 1 (0 point)</p>	20

E.3. Stage 3 for technical evaluation

The pass mark: 45 points out of 70 points. Companies scoring lower than the 45 points (< 45 points) of the maximum score shall not be considered as technically compliant and shall not be financially evaluated.